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24 AUG 1977

MEMORANDUM FOR: Acting Deputy Director for Administration
 FROM : Clifford D. May, Jr.
 Director of Data Processing
 SUBJECT : Headquarters Space for Special Projects Staff

1. The Director of Logistics advised me informally that he may be forced to renege on the long-standing commitment to move the ODP Special Projects Staff (SPS) into the Headquarters building during November 1977. He said that the recently announced Community reorganization has generated additional Headquarters space requirements which may pre-empt the SPS requirements. He added that the entire matter would soon be coming up for decision and that strong justification would be needed to support SPS moving into Headquarters in the current environment. The purpose of this memorandum is to request your assistance in supporting the move of SPS into Headquarters and to present the reasons why I think this move is necessary.

2. First, I would like to point out that ODP voluntarily consented to delay the move of SPS into our former [redacted] space in early 1976 to help the Logistics Services Division (LSD) meet a critical need for space which arose at that time. Currently, ODP is voluntarily cooperating with LSD in vacating 2100 sq. ft. of Headquarters space currently occupied by the CAMS project people. This latter effort was based on the assumption that other Headquarters space would be provided for SPS and the CAMS space would no longer be needed by ODP.

3. While the SAFE project has been slowed down and stretched out because of funding problems, it is still considered a high priority Agency project and enjoys a high visibility in the Community. I therefore assume that the organizational and working environment we should seek for the project staff must be designed to get the job done as efficiently and harmoniously as possible. Because SAFE is basically a tool to be used by humans, the human engineering aspects are probably the most critical considerations in the entire project. The current physical separation of the technical project people from the system users and their spokesmen has proven to be a

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disaster. Instead of having a close harmonious working relationship, there is an atmosphere of no-confidence, suspicion, mistrust, and even hostility. It is impossible to maintain the continuous interaction between the user/analysts and the designers that is essential to the success of a system of this type. There is a communications breakdown that cannot be tolerated for much longer. Furthermore, all SAFE money is controlled by the DDI Plans and Budget and Finance Staffs. But these people cannot make any moves or changes without consulting the ODP Special Projects Staff and vice versa. The physical separation of these groups results in slow response time, less-than-thorough staff responses, and substantial loss of productive manpower. This too is an intolerable situation.

4. I recommend that the Headquarters space requirements for SPS be given a high priority as a step toward eliminating one obstacle to the success of the SAFE program. I would appreciate your support in achieving this goal. The Director of Central Reference is in full agreement with the need to bring SPS to the Headquarters building at the earliest possible date.

[Redacted]
Clifford D. May, Jr.

cc: D/OL

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